

MINUTES
Recreation Commission
City of Willoughby Hills
March 6, 2019

CALL TO ORDER: 7:06 PM

PRESENT: Chairman Sandy Grubiss, Vice Chairman Joseph Jarmuskiewicz, Dee Germano, Jeanne Kaston and Vicki Vincent Miller. *Jim Walsh at 7:10 PM.*

ABSENT: Jim Walsh and Lynn Hallum.

ALSO PRESENT: Katherine Lloyd, Clerk *pro tem*.

Chairman Grubiss reported that Councilman Hallum and Lynn Hallum have a family event tonight.

Jim Walsh arrived at 7:10 PM.

DISPOSITION of the MINUTES OF February 6, 2019

During the February 6th meeting, two corrections were made to the draft Minutes of January 9, 2019.

During this March 6th meeting, the correction on Page 3 was clarified to read, "During discussion of the Reserve Fund, Mr. Hallum said that the fund noted on the 460 report may eventually be used for a gymnasium. It has not been decided yet".

MOTION: Vicki Miller moved to accept the Minutes from the Recreation Commission Meeting of March 6, 2019 with the correction discussed.

Seconded by Dee Germano.

Voice Vote: 5 Ayes Unanimous.

Motion passes: 5/0.

CORRESPONDENCE

- Email 2/27/19 to News-Herald RE: 3/6/19 Recreation Commission Meeting.
- Email 2/27/19 to Communications RE: 3/6/19 Recreation Commission Meeting.
- Email 2/27/19 to News-Herald RE: Eggstravaganza Subcommittee Meetings – Egg Stuffing on 3/18/19.
- Email 2/27/19 to Communications RE: Email 2/27/19 to News-Herald RE: Eggstravaganza Subcommittee Meetings – Egg Stuffing on 3/18/19.
- Email 3/4/19 to Finance RE: February 460 Report.
- Email 3/4/19 to Gloria Majeski RE: Community Center Activity Rpt.
- Correspondence Sheet for 3/6/18 meeting.

COUNCIL REPRESENTATIVE'S REPORT (Hallum)

No Report.

RECREATION COORDINATOR'S REPORT for February 2019 (vacant)

No report. The position of Recreation Coordinator is vacant.

Jim Walsh joined the meeting at 7:10 PM.

Willoughby Hills Events Page on Facebook: Sandy reported on growing Responses to each Event.

- WH Night at Classic Field/Captains - Sandy added the event to Facebook after the February meeting.
Facebook Likes 540 compared to 500 Likes in 2018.
Facebook Followers 548 Followers, compared to 508 Followers in 2018.
- Pancake Breakfast: People Going 26 / People Interested 197 = Total 223
Last year's event: Going 9 / Going 14 = 23 (final)
- Eggstravaganza event: Going 93 / Interested 1,500 = Total 1,248.
Last year's event: Going 4 / Interested 5 = 9 (final)
- Shred Day event: Going 3 / Interested 33 = 36 (final)
Last year's event: Going 0 / Interested 0 = 0 (final)
- Lake County Captains Classic event: Going 4 / Interested 57 = 61 (final)
Last year's event: Going 0 / Interested 9 = 9 (final)
- Garage Sale event: Going 60 / Interested 1,898 = 1,958 (final)
Last year's event: Going 49 / Interested 326 = 375 (final)
- Fall Craft Show event: Going 62 / Interested 1,973 = 2,035 (final)
Last year's event: Going 3 / Interested 4 = 7 (final)
- Halloween event: Going 6 / Interested 150 = 156 (final)
Last year's event: Going 3 / Interested 1 = 4 (final) cancelled
- Winter Fest event: Going 6 / Interested 106 = 112 (final)
Last year's event: Going 74 / Interested 596 = 970 (final) – FD hasn't joined the event yet.
- Breakfast with Santa / Santa Shop event: Going 4 / Interested 57 = 61 (final)
Last year's event: Going 9 / 55 Interested = 64 (final)

On the Facebook Page

- Sponsors - Each are thanked by name.
- Candy Donations totals are updated.
- Events are promoted by posting of pictures of set ups. Reminders are provided prior to each event.
- Eggstravaganza reminders will be posted a week before, the day before and the day of the event.

We need people to 'LIKE', 'SHARE' and 'COMMENT' on the posts.

Please invite people to 'LIKE' the WILLOUGHBY HILLS RECREATION on Facebook.

YOUTH SPORTS Update (Joe Jarmuskiewicz)

- Registrations for the Boys Baseball and Girls Softball are progressing slowly. Online registration is not ready yet. Sandy Racic is also putting them out online.
- We are asking people not to wait until the last minute. Registration forms can be picked up at the Community Center and at each of the Pancake Breakfasts on Sunday 3/10 and Sunday 3/17. We need to have teams ready by middle of March.
- Travelling Teams – Games start on the Major Fields in April. Fields will need to be ready.

COMMUNITY CENTER AND RENTAL REPORTS & COMMUNITY CENTER USAGE REPORT: No report. The position of Recreation Coordinator is vacant.

460 FUND REPORTS for February 2019

No Report. It will be available for next month. Frank Brichacek is working on the Budget.

Follow-Up Discussion to the 460 Fund Report for February 2019 (Sandy Grubiss)

- Unencumbered Balance reported for February was \$23,107.57.
- NOPEC Grant / Winter Fest: \$50.30 balance.
- Nature Works Grant – tennis courts
 - There is a \$28.00 filing fee. Will Nature Works grant be on the February report?

UNFINISHED BUSINESS

1.) Pancake Breakfast

WH Recreation Pancake Breakfast (Sunday, March 10th)

- Jim Walsh expressed his heartfelt thanks to Sandy and Gloria for all the help being the Point Person for this event. They have worked on the planning, prep, etc.
- Sandy provided an update on event preparations:
 - Gloria ordered the supplies. Restaurant Depot will provide supplies and light blue table cloths for 600 people to cover both Pancake Breakfasts, Recreation and Lions Club. Sysco will make delivery of perishables. Fred with Jeanne will get additional supplies from Giant Eagle.
 - Graphics and WH Upcoming Events were printed for the tented Centerpieces
 - Alison Colonna (Key Club) says the volunteer sign up list is filled.
 - Set up is the Saturday before breakfast – not sure how much will be needed. Early set up will be Friday.
 - Make Coloring Contest pages and recreation events lists available will be handed out at the Pancake Breakfast.
 - Volunteers will be from AFS. 2 Girl Scout troops, some Boy Scouts and adults from the Senior Center. They will all sign in at the Volunteer Table with their names, affiliation and email addresses and get a coupon for breakfast.
 - 16 Baskets will be raffle by the Lions at a green table.
 - Youth Sports and Girl Scouts will have table.
 - Greeters will hand out a small version of the WH Events List.
 - Outdoor Signs will be posted.
 - Expenses will be sorted out.
 - Note for future: Events could be printed out on magnets and handed out.
- TICKETS: Sandy asked people to turn in their tickets and money. She again encourage everyone sell their Pancake Breakfast tickets.

2.) WH Eggstravaganza (Sat., Apr. 13)

Sandy provided an update of plans that she and Gary at the Calvary Assembly of God Church have been working on.

- Public Purpose for this event was unanimously approved by Council. Gary Petric spoke at council meeting.
- Egg Stuffing meeting on Monday, 3/18 in the O’Ryan Room at 6:00 PM.
- Candy and Egg donations
 - 100 lbs. of candy collected. Thank you, Dee. Vicki will be making a donation. Jeff donated 30 lbs. Correction: Gary says the candy does not need to be nut-free.
 - Joe donated 1000 eggs. We have over 10,000 eggs.
 - Calvary donated candy two weeks ago.
 - Residents are bringing in also.

- St. Noel's Egg Stuffing (family night) - Thank you to Lynn. She will bring the candy and request donations.
- Parking at the Shoppes of Willoughby Hills has been confirmed. Thank you to Ray Somich for his help.
- Kristi Johnson from Everything Balloons (balloon artist & face painter) contacted
- Sandy to volunteer her time to do balloons if she does not have a booking that day. We would let her know the week before. Sandy forwarded her information to Joe for the Halloween party.
- Donations and sponsorship
 - Texas Roadhouse- will donate, per Joanne. Will pick up.
 - Chick-fil-A – They are sending the Cow. Sandy will re-confirm donation with them closer to event.
- Jelly Bean Count Game is completed. The jar and tickets were purchased.
- 20 Easter Baskets are completed with the donations from Loew's, the Soap Lab and others and delivered with the help of Joe and Mark. \$31.90 spent.
- 2 Large Egg Return Bins have been completed by Sandy and Mark.
- Coloring Contest Page- finished and posted. Prize for the winner discussed
- Costs
 - Bussing Estimates have been received for 2 buses.
 - Willow Hill (Lou) - \$702 estimate
 - W-E (Tammie) - \$660. Contract requested.
 - Bounce Houses from Party Extreme - \$540
 - Supplies/Finish 20 Easter Baskets \$21.98

Total Expenses Expected: \$1,231.98
- Sponsorship
- Received
 - WH Corn Fest \$200
 - Willow Hill Dental Group \$150
 - Ken Urbania Ins. Agency \$100
 - North Coast Lions \$25
- Pledged (not received)
 - Emerald Glen Title \$250

TOTAL: \$725
- Prizes include 4 Captains Tickets and a \$25 Giant Eagle Gift Card.

3.) Halloween (Fri., Oct. 18) -- Joe Jarmuskiewicz

Brief discussion. Will ask the Mayor about a hayride. Questions about whether to change the Trunk or Treat to a Table or Treat.

4.) Nature Works Grant

Complete! Dawn said the money was deposited on 2/26/19 in the amount of \$16,770.75.

Joe asked whether it would show up on the February 460 Fund Report. The Commission will have to verify that next month when Finance has the February report ready.

Joe recalled that the Pickleball Court quote was tied up with the Nature Works Grant. When the tennis courts were done, the Pickleball had to wait for tennis courts to be closed out first. The thought was to make one of the four tennis courts into a Pickleball Court to see how it would work. The court would be able to

be used for both tennis and pickleball which is what other cities have done. Lynn was looking into the Pickleball? Sandy will search emails for any quote that was sent.

NEW BUSINESS

2019 Groups requesting Sanctioning for Community Center.

1. Learning About Business (LAB)
Contact person is Marie Graf.

A full packet with pictures about what they do was submitted for review to supplement their original 1/29/19 application from the February meeting.

Gloria spoke about the email she received from Paul Paroski, a Willoughby resident, who is on the board of Learning About Business. He inquired about problems that the LAB (Marie Graf) was having getting response from the former Recreation Coordinator. Marie sent in an application but it did not really tell about the program,

LAB was previously sanctioned with the Community Center. Gloria knows people who have participated in the LAB programs. The LAB website is very good. It describes what LAB does.

Gloria described a one week-long program that 60 high school juniors, students from Lake County, go and attend a week-long program at Lake Erie College for a week. They stay on Campus and learn all the aspects of business. Speakers from the outside come in to explain about things like marketing and give them tasks to do. The students team up and have competitions on things like marketing and sales.

Per discussion, the Board was looking for the continuity of an updated application detailing how the applicant serves WH. There are WH students that attend the program every year. Students must apply every year for the program. 60 students are chosen. They are careful to include a student from each of the schools each year. Sanction is renewed each year. This year they do have a WH resident. There were a series of emails that showed the attempts the applicant made to make application for LAB Advisory Report meetings starting in January 2019.

MOTION: Joe Jarmuskiewicz moved to accept and sanction the Learning About Business (LAB).
Seconded by Jim Walsh.
Voice Vote: 6 Ayes.
Motion passes 6/0. Sanctioned for 2019

2. AFS (NEO / Lake County Chapter)
Contact person is Deborah Bryda

AFS is a non-profit organization that provides foreign exchange students with the opportunity to spend 10 months with host families while attending local high schools in the community. Along with learning the American culture, creating new bonds with host family and friends, students are required to volunteer within the community that welcomes them. AFS students will continue to volunteer with the City of Willoughby Hills in the coming year. It is with this intent that AFS students learn about volunteering and are then able to return and volunteer in their home communities.

MOTION: Dee Germano moved to sanction the AFS (NEO / Lake County Chapter).
Seconded by Vicki Miller.
Voice Vote: Ayes Unanimous
Motion passes 6/0. Sanctioned for 2019

NOPEC Grant.

Gloria Majeski followed up on the grant. We are excited to find out that the WH Recreation Commission would be eligible for another \$1500 grant as long as Council approves it, which have not yet. If Council approves the \$1500 grant, that will go toward the Halloween party which Joe is heading up. When there is more clarification, Sandy will notify the Board by email.

PUBLIC PORTION

Opened at 8:02PM

Gloria Majeski

Regarding the Easter Eggstravaganza, Gloria asked if the attendees would be tracked. When they call in, they are tracked. It would be good to get email addresses. If the Commission could get copies, that would be good. If not, we could have a slip at the event so they provide their email. The slip could be entry for a prize or something.

(Grubiss) It is all registered online. Gary will have a number. We will follow up.

Regarding the Pickleball Court and the Nature Works Grant, Gloria volunteered to do a grant for that. It needs to be written up and quote obtained.

Discussion: Kyle or someone already had a quote worked up. The quote involved re-lining one of the courts and removable nets. The problem was, the way it was written, it could be included with the tennis court. That had to be completed and closed before we could proceed with the pickleball court. Nature Works was a match of 25% for the tennis court grant. It usually is a match. Gloria will check on the deadline for grant application

Gloria reported that the Grant for NOPEC sponsorship went to Council and went on 1st Reading. Council thinks there is time for it to go 3 Readings, but this is a 'first come, first served basis' procedure.

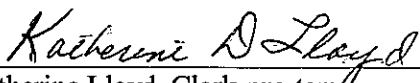
Public Portion closed at 8:05 PM.

Jim Walsh thanked the Recreation Commission for its support during this process. "Thank you for bringing a meal over to the house. Joe and Sandy delivered it. You are so kind." Jim also thanked his neighbor, Gloria for doing the same on another night. "It is what neighborhood is about. Much appreciated!"

The Board welcomed Jim back!

ADJOURNMENT:

Meeting adjourned at 8:07 PM by Sandy Grubiss with voice vote consensus.


Katherine Lloyd, Clerk pro tem *Kd/l*


Chairman

Date approved: 4/3/19

Note: Meetings of the Recreation Commission are recorded and recordings are public record.